



ARIZONA DEPARTMENT OF TRANSPORTATION

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FIFE SYMINGTON
Governor

LARRY S. BONINE
Director

May 12, 1994

Engineering Consultants Section

INFORMATION BULLETIN 93-24

TO: CONSULTANTS

FROM: ENGINEERING CONSULTANTS SECTION *For*

SUBJECT: IDENTIFICATION OF CONSULTANTS REQUESTING ACCESS TO
ENCROACHMENT PERMIT FILES

Enclosed for your information is the policy for identification of consultants requesting access to encroachment permit files.

If you have any questions regarding this issue, please call Robert Christ at (602) 255-8281 or 255-8176.

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attachment

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ARIZONA DEPARTMENT OF TRANSPORTATION

OFFICE MEMO

April 13, 1994

RECEIVED

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ENGINEERING CONSULTANTS
SERVICES

TO: ALL PERSONNEL PREPARING ADOT
PLAN SHEETS FOR BID

THRU: ROADWAY GROUP - John Louis
BRIDGE GROUP - Dan Davis
TRAFFIC GROUP - Chuck Eaton
SUPPORT SERVICES GROUP - Dal Saxton
RIGHT OF WAY GROUP - Bob Helmandollar
STATEWIDE PROJECT MANAGEMENT - Larry Langer
LOCAL GOVERNMENT SECTION - Mark Danelowitz
ENGINEERING CONSULTANTS SECTION - Pete Eno

FROM: TERRY H. OTTERNESS
Roadway Engineering Group

RE: SHEET SIZE FOR FULL SIZE BID PLANS

The final plan sheets (sealed originals) submitted for bid will no longer require trimming to 22" x 36" size; standard plan size will now be 24" x 36". Please advise all personnel involved in plans preparation of this revision.

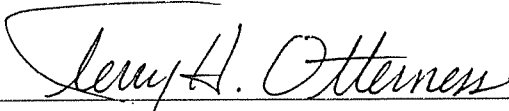
There are two basic requirements which must be adhered to with this change:

- 1) The upper and lower margins of standard English version plan sheets must be approximately equal. The active points included in each plan sheet cell for placement of the fence for plotting will be revised by Computer Aided Engineering Section (CAE).

Note: Placement of the plotting fence for metric size plan sheets will require some modification and is being developed by CAE Section.

- 2) All sheets in the complete plans package must be submitted the same size - either all untrimmed (24") or all trimmed (22") during a transition period. Therefore, all consultant or ADOT Sections contributing to the total plans set must coordinate through the project leader or manager during the transition period to assure uniformity. Combined sets will not be accepted by the Roadway Section Control Desk or Reproduction Services.

The foregoing change in procedure is being implemented as the result of a "Better Way" suggestion from Ken Brown of Roadway Design Section to eliminate the need to hand trim plan sheets. A review of the process revealed that with our present CADD plan procedure, the need to hand trim the final plans is no longer necessary. Thanks, Ken, for the suggestion! All our "trimmers" are grateful!



THO:as
2442

c: Cliff Thomas, CAE Section
Billie Johnson, Printing Services
Rich Thompson, Records Administration